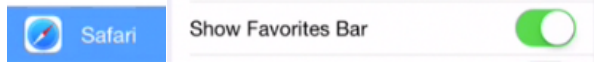
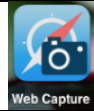



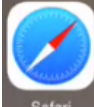


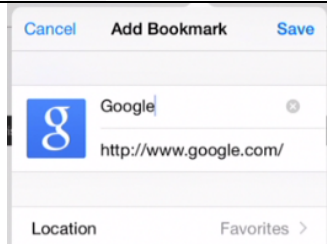
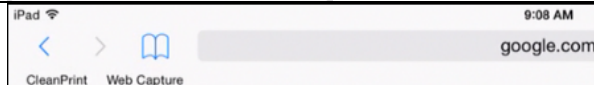
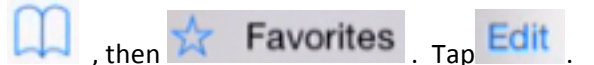
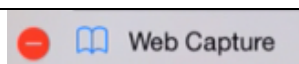
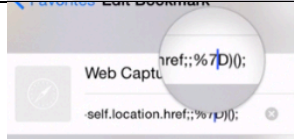
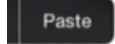
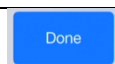


WebCapture App – Using the iPad for Walkthroughs

One Time Setup

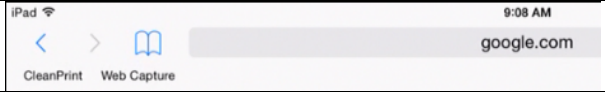

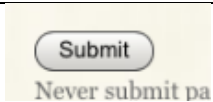


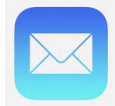
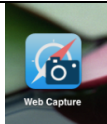
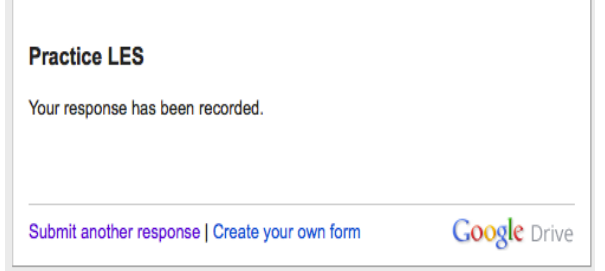
Your iPad will need to be setup by changing options in Settings, Safari, and WebCapture.

1.	Go to Settings app in the iPad. Tap on Safari . Tap on Show Favorites Bar . Click the HOME button to close the Settings app.	
2.	Open the Web Capture app.	
3.	Click the gear wheel at the BOTTOM of the WebCapture app's window.	
4.	In <i>Settings</i> , turn on SAVE TO CAMERA ROLL .	
5.	Under <i>Bookmarklet</i> , tap Copy Bookmarklet . (A black bar with the message "Copied Bookmarklet" will appear). Click the HOME button to close the WebCapture app.	
6.	Open the Safari app.	
7.	Tap the Share icon.	
8.	Tap Add Bookmark to make a bookmark from any webpage. (The name and address will be changed.)	
9.	A window will open. Delete the name and type "Web Capture". Ignore the address for now. It will be changed later. Leave Location as Favorites> .	
10.	Tap SAVE . (A "WebCapture" bookmark will appear in the top bar below the address bar.)	
11.	Tap the Bookmarks button at the top, then Favorites . Tap Edit at the bottom. (A red circle will appear by the bookmarks.)	
12.	Tap Web Capture .	
13.	Delete the address, then touch and hold in the address box until the magnifying glass shows.	
14.	When you let go, touch Paste . The bookmarklet code will replace the address.	
15.	Touch DONE and the Bookmarks button to close.	

WebCapture App – Using the iPad for Walkthroughs

Use

Now that iPad, Safari, and WebCapture are setup, using the WebCapture is easier. (Done every time.)

1.	Click the link to your form to fill it out. It will open in Safari.	
2.	Tap the WebCapture bookmark in Safari. It will open the same page in the WebCapture app.	
3.	Fill out the live form, but DO NOT SUBMIT yet.	
4.	Tap the camera in the right lower corner. The image of the form has now been placed in your Photos. (You will see “Took Web Capture” appear on the screen for a few seconds.)	
5.	Tap Submit at the bottom of the form so the results will be recorded in the Google spreadsheet. Press the Home button to close.	
6.	Open your Photos app.	
7.	Find and tap the image in your Photos and check for the name of the person to which you are sending the form. Then press the Share button at the bottom left corner.	
8.	Choose Mail , then type an email address in the “TO:” line. The address may appear in the contacts list. If so, simply click it. Add a subject in the subject line and then click SEND. Click the Home button to close.	
9.	To enter a new observation with the same form, go back to the Web Capture App.	
10.	Once you are in the WebCapture app, choose Submit Another Response . This will bring up a new form and the next time you will be able to omit steps one, two, and three unless you are using a different form.	
*	Remember – You will only use the iPad to complete and submit the forms. If you wish to VIEW the results or edit the actual form, open your GOOGLE DRIVE on your COMPUTER and view the response spreadsheet or edit the actual form from there.	